



Guelph Public Library
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Guelph Public Library Board

Regular Monthly Meeting Minutes

Monday, April 27th, 2026

Prepared by: Shauna Parsons, Administrative Assistant

Members

Bang Ly (Chair)

Danny Williamson* (Past Chair)

Alexandra Ortiz Carlsson

Renganathan Sadagoban (Vice Chair)

Vivian Webb

Denise Rishworth*

Claire Cowan

Candice Lepage (Secretary)

Randalin Ellery

Councillor Rodrigo Goller (Vice Chair)

Councillor Leanne Caron

Councillor Carly Klassen

Staff

Dan Atkins (CEO)

Kirsten Bester (Development Officer)

Katie Duncan (Supervisor of
Communications)

Michelle Campbell (Deputy CEO)

Carolyn Elston-Ryder (Human
Resources)

Meg Forestell-Page (Manager, Public
Service)

Robin Foster (Supervisor, Business
Planning)

Shauna Parsons (Administrative
Assistant)

*** Attended Virtually**

Alternative formats are available by contacting the Library Administrative Assistant at 519-824-6220 as per the Accessibility for Ontarians with Disabilities Act.

Guests

No guests.

Regrets

Carly Klassen, Renganathan Sadagoban.

1 Call to Order

The regular monthly meeting of the Guelph Public Library Board was called to order by the Chair, B. Ly at 6:02p.m. on Monday, April 27th, 2026.

1.1 First Nations Acknowledgement

L. Caron shared a personalized Territorial Acknowledgement, emphasizing the Board’s commitment to Truth and Reconciliation Commission (TRC) recommendations.

1.2 Guelph Public Library Values

C. Lepage shared their GPL Values.

2 Approval of Agenda

Motion 34.26:

Moved by V. Webb

Seconded by R. Goller

That the Guelph Public Library Board approve the April 2026 Board meeting agenda as circulated.

Carried

3 Apologies for Non-Attendance

Carly Klassen, Renganathan Sadagoban.

4 Declaration of Pecuniary Interests

No declarations to report.

5 Consent Agenda

5.1 Adoption of March 2026 Minutes**5.2 CEO's Report****5.3 Service Utilization Scorecard****5.4 Service Capacity Scorecard****5.5 Operating Variance Report****5.6 New Central Library Update Report****Motion 35.26:**

Moved by V. Webb

Seconded by L. Caron

That the Guelph Public Library Board approve the Consent Agenda as circulated, pending the following items requested for further discussion: Item 5.2 CEO Report, Item 5.4 Service Capacity Scorecard, Item 5.6 New Central Library Update Report.

Carried

5.2 CEO Report

A. Ortiz-Carlsson brought forth the concern over Alberta's Bill 28, which would grant the Minister broad powers over public libraries.

D. Atkins expressed for the Guelph Public Library Board to endorse the position of the Canadian Urban Libraries Council (CULC) in opposing these changes to the Public Libraries Act.

C. Cowan and V. Webb asked clarifying questions, confirming that the concern is only within the province of Alberta for the time being, and the support requested is anticipatory of these changes.

Motion 36.26:

Moved by A. Ortiz-Carlsson

Seconded by C. Cowan

That the Guelph Public Library Board endorse the position of the Canadian Urban Libraries Council in opposing changes proposed to Alberta's Libraries Act in Bill 28, the Municipal Affairs and Housing Statues Amendment Act 2026, and that the Library Board reaffirm its commitment to intellectual freedom, customer privacy, equitable access to information, and the principles of local governance of public libraries, consistent with the Public Libraries Act of Ontario.

Carried

5.4 Service Capacity Scorecard

C. Cowan inquired whether the unsustainability of computer access would be solved once the New Central Library opens. D. Atkins confirmed it would not be an issue at the new location, and that it is still currently sustainable for the short-term future.

5.6 New Central Library Update Report

D. Williamson expressed gratitude toward the City of Guelph for allowing Board members to tour the New Central Library, while inquiring to D. Atkins if there are any updates on the moving plan. D. Atkins confirmed that updates on a transition plan will be presented at the September Board meeting.

Motion 37.26:

Moved by R. Goller

Seconded by C. Cowan

That the Guelph Public Library approve consent agenda items 5.2, 5.4 and 5.6 as circulated.

Carried

6 Presentations and Reports

6.1 Human Resources Annual Report

C. Elston-Ryder

C. Elston-Ryder presented a review of 2025 Human Resources statistics and achievements, notably with a successful Staff Fest event, new payroll system implementation, and ongoing recruitment and retention. Future planning includes trauma training initiatives, succession planning, and growing community partnerships.

L. Caron asked whether the 1000+ applications received were only during the timeframe of an active job posting. C. Elston-Ryder clarified that applications are received year-round by submitting a general application through the website and additionally are accepted for individual postings through multiple channels.

B. Ly inquired about confidence level with succession planning, given high number of eligible retirements pending. C. Elston-Ryder explained there is no mandatory retirement age, and there are ongoing active conversations with employees about their retirement timelines.

B. Ly inquired about trauma training, and if the new location will impact how training is conducted. C. Elston-Ryder confirmed the physical space is a consideration moving forward, along with optimizing training initiatives for other branches.

Motion 38.26:

Moved by R. Ellery

Seconded by R. Goller

That the Guelph Public Library Board receive the Human Resources Annual Report for information.

Carried

6.2 2025 Communications Department Annual Review K. Duncan

K. Duncan presented the Communication Department's annual review, highlighting achievements in digital transformation, internal communications, social media strategy, and brand realignment.

Board members including D. Williamson and C. Lepage provided praise for the level of information provided in the presentation and congratulated the ongoing success of the department.

Prompted by a question from C. Lepage while addressing the team's workload, D. Atkins advised there may be a possible opportunity for a third member of the Communications team once the new location has opened.

Motion 39.26:

Moved by L. Caron

Seconded by C. Lepage

That the Guelph Public Library Board receive the 2025 Communications Department Annual Review for information.

Carried

6.3 New Central Library Additional Furniture, Fixtures & Equipment

R. Foster

R. Foster presented information to the Board, explaining that critical components of the New Central Library such as AV systems, specialized furnishings, and IT infrastructure, are not included in the base construction budget, requiring dedicated funding to ensure a full-service delivery. By

consolidating funds across accounts, the library can ensure they are putting their values into practice.

Motion 40.26:

Moved by R. Goller

Seconded by A. Ortiz-Carlsson

That the Guelph Public Library Board requests the City to transfer \$5,000,000 from the library bequests reserve fund (138) to the library's capital budget to support critical components required for a fully functional library that are not included in the base building funding, with any unspent funds to be returned to the library bequests reserve fund.

Carried

6.4 Endowment Fund

K. Bester

Kirsten presented an overview of the existing endowment fund held at the Guelph Community Foundation, seeded by the Friends of the Guelph Public Library. Recommendations were put forth to rename the existing fund to reflect its focus on children and youth initiatives in honouring the Friends' legacy, while also creating a new, separate endowment fund for the Guelph Public Library. Kirsten highlighted benefits from making this change, including long-term financial stability, transparency and accountability, and protection of donor intent.

R. Goller, L. Caron, V. Webb and D. Rishworth asked clarifying questions. D. Atkins explained further details including budget timelines, perception from donors, and financial handling logistics. D. Williamson requested a portion of the Board Advocacy Toolkit being managed by the External Affairs Committee, include information on how to discuss the endowment funds with the public.

Motion 41.26:

Moved by R. Goller

Seconded by C. Lepage

That the Guelph Public Library Board approve the renaming of the existing endowment fund held at the Guelph Community Foundation to the Friends of the Guelph Public Library fund for Children and Youth, with updated documentation to clearly reflect its purpose and to honour the Friends of the Guelph Public Library.

Carried

Motion 42.26:

Moved by D. Williamson

Seconded by C. Cowan

That the Guelph Public Library Board approve the establishment of a new endowment fund held at the Guelph Community Foundation, to be named the Guelph Public Library Fund, to hold funds raised directly by the Guelph Public Library.

Carried

7 Authority to Move into Closed Session

Motion 43.26:

Moved by C. Lepage

Seconded by D. Williamson

That the Guelph Public Library Board now hold a meeting that is closed to the public pursuant to:

The Public Libraries Act, Section 16.1(4) A meeting or part of a meeting may be closed to the public if the subject matter being considered is,

- a) the security of the property of the board;
- b) personal matters about an identifiable individual;
- c) a proposed or pending acquisition or disposition of land by the board;
- d) a labour relations or employee negotiations;

Carried

The meeting was moved into closed at 7:24 p.m.

A motion to approve the closed agenda carried – **Motion IC.16.26**

A motion to approve the closed consent agenda carried – **Motion IC.17.26**

An update on information was provided to the Board.

A motion to adjourn carried. – **Motion IC.18.26**

The meeting was moved out of closed at 7:28 p.m.

8 New Business

8.1 Board Evaluation Process

A. Ortiz-Carlsson

Speaking on behalf of the Board Evaluation Committee, A. Ortiz-Carlsson informed the Board that the previous month's attempt at capturing self-evaluations from members was unsuccessful. A discussion ensued, highlighting

the challenge of conflicting schedules, unclear processes, and ideas for improvement.

It was determined that the Q1 Board self-evaluation discussions with Executive members should still be carried out, prior to the May Board meeting. Members will connect with the Executive representative they were originally assigned to. Another evaluation will be held in the fall.

8.2 OLBA Update

D. Williamson

D. Williamson discussed his work on the Ontario Library Board Association (OLBA), where he will be helping to host an upcoming discussion on May 14th at 4:00 p.m., where the topic of board recruitment will be addressed. He encouraged members to attend and offer feedback. D. Williamson will be invited to the Board’s Recruitment Committee meeting on April 29th for further discussion.

9 Unfinished Business

None to report.

10 Next Meeting

Monday, May 25th, 2026, at 6:00 p.m.

11 Adjournment

Motion 44.26:

Moved by R. Ellery

Seconded by C. Lepage

That the Guelph Public Library meeting of April 2026 be adjourned.

Carried

The meeting adjourned at 7:49 p.m.

Library Board Chair Date

Library CEO Date

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